APCA
ASSOCIATE DIPLOMA IN PROFESSIONAL COMMUNICATION,
AUSTRALIA

Folio Procedures

• Before enrolling for Part Two, candidates must submit their proposed folio topic together with a draft abstract of between 100 and 150 words to the AMEB State Office.

• The State Office will forward the proposed topic to the AMEB Federal Office for consideration. Please allow one month for notification of approval status.

• All topics will be subject to approval by the Federal Examiners. If a topic is not approved when initially submitted, candidates will need to resubmit their topic incorporating feedback provided by examiners.

• Once the topic has been approved, enrolment can proceed.

January 2013
GUIDELINES FOR THE PRESENTATION OF THE FOLIO

These guidelines are offered to advise candidates who will be writing and presenting a folio.

1. The folio is intended to be a critical and reflective journal demonstrating the candidate’s comprehensive knowledge of the elements of voice and communication relevant to the chosen topic. The folio could include:

   • Research findings
   • Readings
   • Critical appraisal/opinions on contemporary theory case studies (voice recordings on cassette, CD, or DVD)
   • Images or articles

The limit (inclusive of declaration, abstract, preface, foreword, table of contents, bibliographies, footnotes and appendices) is between 30 and 50 pages.

Playing time of combined a/v, CDs, DVDs enclosed/attached not to exceed 45 minutes.

**Style and Documentation.** For the suggested style and method of documentation, consult a style manual such as Commonwealth of Australia *Style Manual for Authors, Editors and Printers* (Canberra: Australian Government Publishing Service). It is important candidates resolve bibliographic conventions appropriate to their particular topic.

Candidates are also required to complete a formal declaration to accompany the folio, confirming that all material derived from outside sources is duly acknowledged. Folios submitted without appropriate acknowledgement of sources will be returned to candidates for correction and resubmission.

**Presentation and Format.** This is as follows:

(i) **Page Sequence and Numbering.** The pages should be arranged in the following sequence:

   (a) Title Page
   (b) Declaration Page
   (c) Abstract of between 100 to 150 words
   (d) Preface, Foreword or Acknowledgements - if elected
   (e) Table of Contents
(f) List of Tables, Charts, Diagrams and Glossary – if elected
(g) Body of text
(h) Appendix
(i) Bibliography
(j) Supplementary material forming part of the folio – if elected

A number should appear on every page except the title page. Number preliminary pages in lower case Roman, the text in Arabic.

(ii) The folio might be presented in either a spirex-bound art sketch book or A4 ring folder or display book. It is recommended that Standard Paper Size A4 should be used.

(iii) If symbols are included, they may be hand-inserted using permanent black ink.

(iv) Typing should be double or one-and-a-half spaced.

(v) **Margin spacing.** 3 cm margin should be left on all sides of the page. Page numbers should be within the margin.

(vi) **Footnotes.** These should be single-spaced at the bottom of the appropriate page and in the same font as the text (but a smaller size if desired).

(vii) **Quotations.** If these take 6 or more lines, indent, single space with double spacing between entries. For quotations of over 150 words the copyright owner’s permission must be obtained.

(viii) **Charts and Illustrations.** These should be clear quality. A caption listing the subject and source of the illustration must be centred below each chart or illustration.

2. For submission of the folio, check the final date for your submission with the AMEB State Office.

**Preparation of the Examination Copies.**

**Three** copies of the folio are to be prepared: one retained by the candidate, and the other two submitted to the AMEB for assessment. After the assessment both of these will be retained by the AMEB.

**Final Proof Reading.** It is the candidate’s responsibility to check the whole of the final folio, to ensure to the best of their ability that all typographical errors
have been corrected, that spelling, grammar, and punctuation are correct, and that the standard of expression is worthy of a candidate for a diploma.

**Binding.** Each copy must be securely bound and presented in a format for ease of reading.

**Submission of the Examination Copies.** When the candidate has met all these standards, they should deliver to the State Office the examination copies on the date advised on the Notice of Written Examination. An officer will check that the Declaration is included and that any other formalities have been attended to. They are advised to keep a third copy of the entire work in their possession.
(Sample title page)

TITLE

Name of candidate

Folio submitted in partial fulfilment

of the requirement of the APCA

ASSOCIATE DIPLOMA IN PROFESSIONAL COMMUNICATION, AUSTRALIA
TO WHOM IT MAY CONCERN

This is to certify that the folio presented by me for the APCA comprises only my original work except where due acknowledgement is made in the text to all other material used.

Signature: ______________________________

Name in Full: ___________________________

Date: ________________________________